

FLATHEAD COUNTY WATER DISTRICT #101

POB 1141, Columbia Falls, MT 59912

*** Minutes for Oct 4th Meeting ***

- I. Call to Order 7:01 pm. Roll Call: Joanna Adams, Linda Bosworth, Harold Herman, and Aaron Anderson present.
- II. Interview with Tina Bondy for potential secretary. Some of the things that were discussed: she lives in Lakeside, she would have to file an I-9, she has taken minutes before, she would take minutes on her laptop, she is currently a stay-at-home mom, she could turn around the minutes in 2-3 days, she is familiar with wordpress, she could commit for 1 year, nothing was confirmed for the wage.
- III. Joanna read the September minutes – Linda motioned to accept as read, Harold seconded, all voted to accept.
- IV. The public present was Joanna's husband – Elliot. Also in attendance was Matt Nerdig (A2Z engineering) and Wes Kruse (water operator).
- V. Wes provided the operator's report. Wes asked for authorization to go forward with a large amount of water sampling. Discussion was had over whether or not the lab would require that to be pre-paid. Linda motioned that we go forward with the testing starting this month, Joanna seconded, all voted yes. Wes will email Joanna with cost of sampling. All pressure tanks were removed from #1 pump house. We asked for money to fix piping and install used tanks in #1 pump house. The cost would be approximately \$100. Discussion was had on whether it could be part of the phase 2 of emergency repairs. Engineer Matt joined the conversation with details on all repair in phase 2 of emergency funding.
- VI. Interview with Hallie for secretary was conducted. It was discussed that she lives in Evergreen, she is a stay at home Mom, she has experience with minutes, she is confident she would have no issues with wordpress, she is not an independent contractor but could quickly become that if needed, she could have the minutes turned around in 1 day, she intends to stay for a long time, pay would be \$15-\$16 hr to start, and she is ok with short deadlines.
- VII. Discussion was conducted on the interviews. Board unanimously decided on Tina Bondy. Discussion with public comment on wage between \$16-\$20 an hour. Board decided to do a one month probation at \$18 per hour and if the job Tina does is acceptable then move her up to \$20 per hour. Joanna made a motion to accept the terms above and Linda seconded motion. All were in favor.
- VIII. Operators Report was continued...Details from Wes/Matt on draining tank, sealing roof, cleaning tank, repairing pipes, and installing pressure tanks without

interfering service to the community was discussed. Ideas on how they are going to go about the repairs was elaborated on. Concerns from Wes of wells not working together if they are connected together in the future was discussed. Discussion was had on adding curb stops for Nutzman property that is vacant when repairs are being made and equipment is already there. Discussion continued to adding flush hydrants throughout the system. The district received a bill from A2Z Engineering in the amount of \$4550.

IX. Financial report.

--Linda Bosworth provided current financials. \$87.39 owed to Ken Kahn; \$96.70 owed to Joanna Adams; \$1667.61 owed to Harold Herman; \$3969.24 owed to Linda Bosworth. \$21, 431.79 gross profit; \$10, 540.26 expenses; \$10, 891.52 income; \$8,816.02 current checking account balance; \$16,489.76 liabilities.

Linda moved to include the financials in the minutes.

Joanna made motion to add Aaron and Tina Body to the checking accounts as signers and open a separate account for the grant money and loan funds. Linda seconds, all were in favor.

Discussion was had that the emergency money had not yet come in from the state. Joanna and Linda have agreed to meet up if the money does come in to write out checks and pay some of the bills.

X. Correspondence.

-Bruce Lutz wants to be on the system, has a flush point on his property. Discussion on hook-up fee or not. Needs 2" pipe hooked to 1" frost free in his basement – going to look into it with Wes.

-Bruce and Duane Schultz – have multiple connections but have only been received one bill. Bruce pays the bill and Duane has not paid his bill since he has not been receiving them. Duane is no longer living in the heights, but apparently there may be some others living in Duane's house. It was determined that the bills would both be sent to Bruce since his name is on the one property exclusively and his name is on the other property with his brother.

XI. Old business.

1. Updates to website (JA) – Joanna updated with hook up/reconnection form
2. Hiring a new secretary, interviewing applicants – agreed to hire Tina Bondy
3. Hiring a GM – tabled
4. Information for seats up for election in May 2017- tabled. Harold and Linda's seats will be up.
5. Status of water rights transfer – delayed because information was crossed. A2Z corrected and copy was supplied to the board. Need to clean up water rights information and add well house #2 to existing rights by January 1st. Matt informed the board that they have totaled \$27,000 in fees to date with

A2Z engineering. They are slowing down on their work through the winter to try and keep costs down till more money is locked down for payment. Waiting on Rural Development funding.

6. President to give status of payments owing to Streeter for tank house meter – Joanna will contact Serena

7. Hiring CPA for taxes- Mike bone will draft an email to Linda/Joanna and if they agree then Joanna can sign them off. Linda made motion to accept if correct, Joanna seconded, all were in favor.

8. Status of Income Survey – 9 left to receive to complete survey.

9. Status of Emergency repairs and loan application – Matt has close out application on repair work roughly completed so we can receive the repair funds. Plans to complete this week to complete the loan process and will email the board on closing date.

10. Additional water samples to be taken this year – discussed during operators report.

VIII. New business.

1. Discuss/vote on a new procedure re handling of mailed member payments.

Harold agrees to continue getting mail. Linda can't take mail to eclipse anymore so we will have Harold deliver checks to Eclipse on Fridays. Eclipse to provide details on delinquent accounts. Linda will call people that have not pair. Joanna makes motion to accept the procedure of Harold taking checks to Eclipse and Linda calling delinquent lot owners. Linda seconds and the board agrees.

Discussion was had with Wes on the easiest way to collect money from delinquent customers. Idea of using door knob hanger and letters sent out to customers informing them of their delinquency and how long they have before they will be shut off was discussed. It was discussed to set a maximum amount a customer can be delinquent before we can put in a curb stop and shut off their water.

Matt brought up that the board secretary create the bylaw to vote on at the next meeting to move forward with setting delinquent terms.

2. Discussion and possible vote on hiring an attorney to retain for the water district. Discussion on hiring Randy Snyder as attorney to represent the district. He doesn't require a retainer or contract. He is ok with working on an hourly or flat rate cost for the district. Linda brought up that the board needs to get approximate times it will take to complete a task before we have hire him on a case by case basis. It was discussed that Joanna would contact Randy Snyder with the election question of ordinance #7 which during elections would give

one vote to each property owner who is a registered voter in the district; vs one vote per property owned. Also discussion on whether or not residents would be allowed a vote. Joanna will report at the next board meeting the approximate cost for Randy to review the election possibilities.

3. Assessment of commercial properties. Presentation of proposal by engineers of assessing line sizes per code requirements. Matt from A2Z engineering presented a proposal assessing line sizes for charging purposes using EDU's and converting to line size for monthly service charge. Discussion was had on how to charge using EDU's. When meters are installed, EDU's would still be used. Matt is going to finalize EDU's form and prepare for next meeting to be voted on.
7. Add parameters re Board seats that (1) no spouses can be on Board at same time & (2) must be current in payment of all assessments. Discussion was had that Matt would email the election department to see if the board has the authority to put on such restrictions.
8. Discussion and vote on the banning of car washes in the district – tabled until next month

Next board meeting is to be held Nov 1st 7pm at the Bad Rock Fire Department Station.